



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. School Food And Nutrition.

Agency: School Food And Nutrition		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	81-1145	SCHOOL PROGRAM AGREEMENTS, ADMINISTRATIVE REVIEWS, CORRESPONDENCE Permanent agreements with schools and related entities. File includes agreements, program reviews, correspondence, and other supporting documents. (Formerly R.S. #80-1501)	IMAGE according to IARA standards after one (1) year. After verification of images for completeness and legibility, TRANSFER one copy of electronic records to the INDIANA ARCHIVES, in a format approved by the Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY hard copies after Indiana Archives transfer, and RETAIN agency copy of electronic records permanently within agency for reference purposes.